

## PORTFOLIO GUIDELINES FOR CST MAJORS AND MINORS

### **The purpose of the Communication Studies Senior Portfolio is two-fold:**

- To give students the opportunity to prepare a portfolio with samples of their work to show to prospective employers.
- To give the faculty of the Communication Studies Department the opportunity to assess how well your work reflects the Department's teaching objectives.

### **Your portfolio should include:**

- Table of Contents
- Resume
- Letter of introduction, including statement of your career goals
- A variety of samples of your best work. Include one or two samples (if available) from the following areas:
  - Writing
  - Visual communication
  - Communication theory
  - Research
  - Audio/video production skills
  - Multi-media skills
- Examples of your work in your chosen area of concentration. Include an additional three to five samples.
- Explanatory introductions for each piece of work. Explain the class and the assignment or the internship or service circumstance and the skills you learned.
- Awards, certificates, recommendation letters received.

### **Additional guidelines:**

- Only include clean copies of your work – copies should not include professor comments or grades.
- Be sure your best work is submitted. Re-read and re-edit your submissions. For all examples, your writing skills will be evaluated.
- You are evaluated only on what you submit. While we encourage a variety of samples, you will not be docked if you do not have, for example, an audio or a video production.
- Examples can come from service projects, class work, internships, organizational involvement, The Varsity News, etc.
- While e-portfolios are preferred and create a stronger impression with employers, hard copies in the form of 3-ring binders will be accepted.

### **Due dates:**

- October 1 for December graduates
- February 1 for May and August graduates

### **Contact:**

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